

**Monday, August 4, 2025**

**5:15 PM**

**E.D. Locke Public Library**  
5920 Milwaukee St, McFarland

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
  - a. This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [hcox@mcfarlandlibrary.org](mailto:hcox@mcfarlandlibrary.org) to be included as part of the meeting.
3. ACTION ITEMS
  - a. Motion to approve the minutes of the July 7, 2025 meeting.
  - b. Motion to approve the July 2025 invoices
4. INFORMATION ITEMS
  - a. Budget Update
  - b. Director's Report
  - c. Monthly Statistical Report
  - d. Community Center
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
  - a. Trustee Education
  - b. Computer Use Policy
  - c. 2025 Director's Goals - Update
  - d. Meeting Room Policy
6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

**Library Board Minutes**

*Monday, July 7, 2025 - 5:15 PM*

**1. CALL TO ORDER**

**2. PUBLIC APPEARANCES AND COMMUNICATION**

- a. *This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [hcox@mcfarlandlibrary.org](mailto:hcox@mcfarlandlibrary.org) to be included as part of the meeting.*

**3. ACTION ITEMS**

- a. *Motion to approve the minutes of the June 2, 2025 meeting.*  
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the June 2, 2025 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the June 2025 invoices*  
Motion by Member Karin Mandli, second by Member Mona Nelson, Motion to approve the June 2025 invoices totaling \$32,503.56 Motion carries 7 - 0 - 0 by acclamation.

**4. INFORMATION ITEMS**

- a. *Budget Update*
- b. *Director's Report*
- c. *Monthly Statistical Report*
- d. *Community Center*

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- a. *2026 Budget*  
The Library Board discussed priorities for the 2026 budget.
- b. *Joint Village Board and Library Board Meeting*
- c. *Review Director & Strategic Plan Goals*

**6. ADJOURNMENT**

Motion by Peter Sobol, second by Mona Nelson, to adjourn at 6:13

Pursuant to law, written notice of this meeting was given to the public and posted on the

public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Heidi Cox  
Library Director

## E. D. Locke Public Library July 2025 Invoices

| Vendor                         | Sum of Amount      | Description   |
|--------------------------------|--------------------|---|
| 1901 INC                       | \$3,487.00         | New Fiction Lighting                                    |
| AMAZON CAPITAL SERVICES        | \$796.66           | Books, DVDs, CDs, Office Supplies, Programming Supplies |
| AT&T MOBILITY II LLC           | \$37.09            | Cell Phone  |
| AVANT GARDENING & LANDSCAPING  | \$579.41           | Landscape Maintenance                                   |
| BOUND TREE MEDICAL LLC         | \$53.58            | First Aid Kits  |
| BUDGET SIGNS & SPECIALTIES LLC | \$691.20           | 5K Banners  |
| CHOCOLATE SHOPPE ICE CREAM CO. | \$101.53           | End of Summer Bash                                      |
| CORPORATE BUSINESS SYSTEMS     | \$413.25           | Copier Lease  |
| DEMCO INC                      | \$600.64           | Library Supplies  |
| FRONTIER                       | \$176.31           | Phone Bill  |
| INGRAM LIBRARY SERVICES        | \$2,884.10         | Books   |
| LEWEIN, LAURA                  | \$28.00            | Lost Item Refund  |
| MCFARLAND ACE HARDWARE         | \$9.52             | Facility Repair   |
| MICROMARKETING LLC             | \$327.85           | Audio Books   |
| MOUNT HOREB PUBLIC LIBRARY     | \$16.00            | Lost Item Payment                                       |
| PROTECTION TECHNOLOGIES        | \$425.00           | Fire Panel Monitoring                                   |
| SATTERLEE, LADON               | \$100.00           | Lost Item Refund  |
| SOUTH CENTRAL LIBRARY SYS      | \$145.85           | Library Supplies  |
| STENGLEIN, JENNIFER            | \$22.00            | Lost Item Refund  |
| US CELLULAR                    | \$43.75            | Cell Phone  |
| VESTIS LLC                     | \$241.32           | Mat Rental  |
| ZEN ED WELLNESS                | \$175.00           | Program Fee   |
| (blank)                        |                    |   |
| <b>Grand Total</b>             | <b>\$11,355.06</b> |   |

| Gift Fund                    |          |                    |
|------------------------------|----------|--------------------|
| Madison Community Foundation | \$100.00 | Endowment Donation |

**Grand Total** \$11,455.06

## 2025 Budget Update

| 2025 Budget Update         |           |                        |                     |                      |                     |                     |                        |                   |                 |                                   |
|----------------------------|-----------|------------------------|---------------------|----------------------|---------------------|---------------------|------------------------|-------------------|-----------------|-----------------------------------|
| REVENUES                   |           |                        |                     |                      |                     |                     |                        |                   |                 |                                   |
|                            |           | Budget Amount          | April Actual        | May Actual           | June Actual         | July Estimated      | YTD Estimated          | % of Budget total | % to hit target | amount it should be to hit target |
| Property Tax               | 41110     | \$ 800,750.00          | \$ -                | \$ -                 | \$ -                | \$ -                | \$ 800,750.00          | 100.00%           |                 |                                   |
| County Library Aids        | 43720     | \$ 367,000.00          | \$ -                | \$ -                 | \$ -                | \$ -                | \$ 367,810.00          | 100.22%           |                 |                                   |
| Library Fines              | 45190     | \$ -                   | \$ 5.00             | \$ -                 | \$ 15.00            | \$ 2.90             | \$ 24.30               |                   |                 |                                   |
| Interest                   | 48100     | \$ 30,000              | \$ 2,187.35         | \$ 2,103.01          |                     |                     | \$ 12,950.84           | 43.17%            | 42%             |                                   |
| Transfers from other Act.  | 48500-101 | \$ -                   | \$ 2,500.00         |                      | \$ -                |                     | \$ -                   |                   |                 |                                   |
| Library Fees               | 46710     | \$ 3,500               | \$ 551.78           | \$ 456.14            | \$ 259.00           | \$ 264.30           | \$ 2,649.06            | 75.69%            | 58%             | \$ 2,041.67                       |
|                            |           | <b>\$ 1,201,250.00</b> | <b>\$ 5,244.13</b>  | <b>\$ 2,559.15</b>   | <b>\$ 274.00</b>    | <b>\$ 267.20</b>    | <b>\$ 1,186,684.20</b> | <b>98.79%</b>     | <b>58%</b>      |                                   |
| Expenditures               |           |                        |                     |                      |                     |                     |                        |                   |                 |                                   |
| Salaries                   | 110       | \$449,000.00           | \$ 36,921.86        | \$ 55,477.96         | \$ 36,938.30        | \$ 36,938.30        | \$273,092.32           | 60.82%            | 58%             | \$ 261,916.67                     |
| Part-time                  | 120       | \$234,500              | \$ 15,402.36        | \$ 23,009.80         | \$ 15,911.81        | \$ 15,911.81        | \$114,258.82           | 48.72%            | 58%             | \$ 136,791.67                     |
| Health Insurance           | 130       | \$144,500              | \$ 11,833.61        | \$ 18,221.20         | \$ 11,833.61        | \$ 11,833.61        | \$82,957.82            | 57.41%            | 58%             |                                   |
| Retirement                 | 131       | \$39,000               | \$ 2,961.00         | \$ 4,484.65          | \$ 3,011.48         | \$ 3,011.48         | \$22,582.45            | 57.90%            | 58%             | \$ 22,750.00                      |
| SS/Medicare                | 132       | \$52,250               | \$ 3,895.18         | \$ 5,876.74          | \$ 3,935.90         | \$ 3,935.90         | \$29,514.39            | 56.49%            | 58%             |                                   |
| Other Benefits             | 135       | \$2,500                | \$ 163.74           | \$ 252.82            | \$ 178.12           | \$ 178.12           | \$1,182.13             | 47.29%            | 58%             |                                   |
| <b>Total Personnel</b>     |           | <b>\$921,750.00</b>    | <b>\$71,177.75</b>  | <b>\$107,323.17</b>  | <b>\$71,809.22</b>  | <b>\$71,809.22</b>  | <b>\$523,587.93</b>    | <b>56.80%</b>     | <b>58%</b>      | <b>\$ 537,687.50</b>              |
| Support Services           | 210       | \$ 12,000              | \$ 29.99            | \$ -                 | \$ 59.98            | \$ -                | \$ 1,704.56            | 14.20%            | 58%             | \$ 7,000.00                       |
| Consulting Services        | 211       | \$ 49,750              | \$ -                | \$ -                 | \$ -                | \$ 145.85           | \$ 54,038.85           | 108.62%           | 58%             | \$ 29,020.83                      |
| Utilities                  | 220       | \$ 40,000              | \$2,736.40          | \$5,526.52           | \$ -                | \$3,582.25          | \$ 19,516.95           | 48.79%            | 58%             | \$ 23,333.33                      |
| Communication              | 221       | \$ 6,500               | \$552.97            | \$543.80             | \$ 439.20           | \$257.15            | \$ 3,455.12            | 53.16%            | 58%             | \$ 3,791.67                       |
| Equipment Maintenance      | 240       | \$ 11,000              | \$ 412.72           | \$392.60             | \$ 831.05           | \$191.27            | \$ 7,062.16            | 64.20%            | 58%             | \$ 6,416.67                       |
| Facility Maintenance       | 242       | \$ 23,250              | \$ 15,074.93        | \$6,801.03           | \$ 5,826.55         | \$3,677.51          | \$ 39,169.17           | 168.47%           | 58%             | \$ 13,562.50                      |
| Other Contractual Services | 290       | \$ -                   |                     |                      |                     |                     | \$ -                   | 0.00%             | 58%             |                                   |
| <b>Total Services</b>      |           | <b>\$ 142,500.00</b>   | <b>\$ -</b>         | <b>\$ 13,263.95</b>  | <b>\$ 7,156.78</b>  | <b>\$ 7,854.03</b>  | <b>\$ 124,946.81</b>   | <b>87.68%</b>     | <b>58%</b>      | <b>\$ 83,125.00</b>               |
| Office Supplies            | 310       | \$ 8,500               | \$ 1,817.06         | \$ 416.61            | \$ 268.73           | \$ 434.32           | \$ 4,625.36            | 54.42%            | 58%             | \$ 4,958.33                       |
| Postage                    | 311       | \$ 250                 | \$ 4.40             | \$ 22.75             | \$ 14.62            |                     | \$ 73.85               | 29.54%            | 58%             | \$ 145.83                         |
| Dues                       | 320       | \$ 750                 | \$ -                | \$ -                 | \$ -                |                     | \$ 150.00              | 20.00%            | 58%             | \$ 437.50                         |
| Meeting Expenses           | 330       | \$ 1,000               | \$ -                | \$ -                 | \$ -                |                     | \$ (374.62)            | -37.46%           | 58%             | \$ 583.33                         |
| Training Expenses          | 331       | \$ 3,250               | \$ 24.30            | \$ (1,029.62)        | \$ 380.00           |                     | \$ 2,102.55            | 64.69%            | 58%             | \$ 1,895.83                       |
| Operating Supplies         | 340       | \$ 5,000               | \$ 887.05           | \$ 282.02            | \$ 465.54           | \$ 53.58            | \$ 2,385.48            | 47.71%            | 58%             | \$ 2,916.67                       |
| Technology                 | 342       | \$ 36,750              | \$ 725.40           | \$ 80.00             | \$ 2,556.96         |                     | \$ 14,859.71           | 40.43%            | 58%             | \$ 21,437.50                      |
| Collection - Print         | 344       | \$ 60,000              | \$ 6,579.84         | \$ 5,744.75          | \$ 3,011.09         | \$ 1,775.14         | \$ 34,003.64           | 56.67%            | 58%             | \$ 35,000.00                      |
| Collection - AV            | 345       | \$ 12,500              | \$ 871.56           | \$ (822.91)          | \$ 519.18           | \$ 542.56           | \$ 3,344.70            | 26.76%            | 58%             | \$ 7,291.67                       |
| Library Miscellaneous      | 390       | \$ -                   | \$ -                |                      | \$ -                | \$ -                | \$ -                   | 0.00%             | 58%             | \$ -                              |
| Programming                | 391       | \$ 9,000               | \$ 2,165.00         | \$ 1,995.23          | \$ 414.22           | \$ 791.83           | \$ 8,269.09            | 91.88%            | 58%             | \$ 5,250.00                       |
| <b>Other Total</b>         |           | <b>\$ 137,000.00</b>   | <b>\$ 13,074.61</b> | <b>\$ 6,688.83</b>   | <b>\$ 7,630.34</b>  | <b>\$ 3,597.43</b>  | <b>\$ 69,439.76</b>    | <b>50.69%</b>     | <b>58%</b>      | <b>\$ 79,916.67</b>               |
| <b>Total Budget</b>        |           | <b>\$1,201,250.00</b>  | <b>\$ 84,252.36</b> | <b>\$ 127,275.95</b> | <b>\$ 86,596.34</b> | <b>\$ 83,260.68</b> | <b>\$ 717,974.50</b>   | <b>59.77%</b>     | <b>58%</b>      | <b>\$ 700,729.17</b>              |



**July Highlights**

- **Village News** – Kathy Annen will give an update
- **Friends** – Staci Fritz will give an update

**Endowment –**

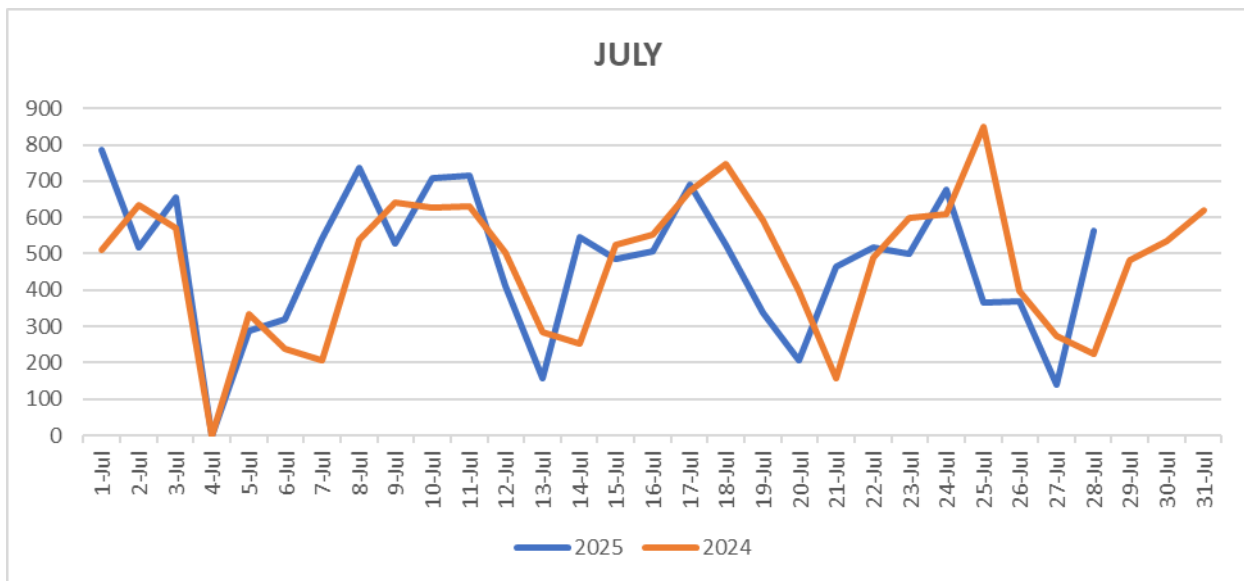
| May 2025     | June 2025    | Difference | YTD Difference | Contributions |
|--------------|--------------|------------|----------------|---------------|
| \$220,598.82 | \$227,859.20 | \$7,260.96 | \$4,735.42     | \$100         |

- **Staffing** – Katie H. has resigned her position as a Circulation Assistant. We'll be recruiting to fill the position in the next few weeks.
- **Library Facilities Management**
  - **HVAC**
    - Boiler #2 is periodically going off line. The igniter needs to be replaced.
  - **Electrical/Lighting**
    - Working on getting quotes and a design ready for the meeting room and the rotunda areas.
    - Surges – Two Oaks is working on setting up an other period of monitoring to figure out what is causing the surges. It's still suspected that it has something to do with the AC units. We're working with Greg Reible on HVAC controls and 1901 to setup a date for monitoring and testing.
  - **Door Locks**
    - The Milwaukee Street entrance had some issues with the doors locking unexpectedly. It was determined to be the power supply for door access system. Our vendor
  - **2025 Capital Projects**
    - HVAC Controls and Server upgrade-Done
    - New Study Room – I asked libraries across the state about their experiences with the pre-built study rooms. They gave a lot of great advice on what their patrons and staff liked and didn't like. I am hoping to get our study room ordered in Q4 of 2025.
  - **Self-Check Replacement**
    - Envisionware has called end of life on our current self-checks. SCLS is working with them to potentially extend their life. They will probably need to replace them in 2027. I've been doing research comparing the Envisionware and Bibliotheca self-checks to make sure that we get the best value for the price.
  - **Scan EZ installation** – The new equipment that will be replacing the copier is going to be installed August 12.
- **Continuing Education**
  - **Bringing the Past to Life: AR and VR Tools for Cultural Programming in Libraries** – This webinar discussed several low cost AR and VR tools to create interactive displays in the library.
  - **Body Odor: How to Address Body Odor without Awkwardness** – This webinar discussed how to talk with patrons about body odor issues. We have a patron who is experiencing homelessness and body odor had become an issue.
- **Trustee Education** -This year's Trustee Training Week is scheduled for the week of August 18, 2025. Registration is now open for all the webinars. Please share with your trustees.
  - August 18, noon - 1 pm: **Wisconsin Library Law with Kris Turner**
  - August 19, noon - 1 pm: **Trustee 101: An Introduction to Being a Wisconsin Public Library Trustee with Bradley Shipps and Tracy Vreeke**

- August 20, noon - 1 pm: **Basics of an Efficient, Effective Board Meeting with Laura Meade**
- August 21, noon - 1 pm: **Library Advocacy and Storymaking: the Hero's Journey from Community to Page (and Beyond) with Dawn Tevis**
- I hope you're able to join us for one or all of this year's webinars. If not, they will be recorded and available on the Recordings & Resources page.

### Library Circulation (Kelly Heasty)

- Reordered Wisc State Journal & negotiated significant discount
- **Conversaciones en Español:** 8 in attendance at 7/5 meeting; 8 in attendance at 7/19 meeting. We retooled the group a bit to make it more flexible in terms of topics of conversations.
- **8 on-line applications** for new cards received via CivicPlus form for this month.
- **6 Notary appts** – one by appt.
- Talked with P Fernan re: Beer tent trivia and he is still on board for this in Sept and the January library event.
- Staff were a bit concerned about Computer Policy and teens using computers when adults were waiting. We discussed in staff meeting and I drew up a guideline (talking points) for staff to use when these situations arise and adult patrons complain.
- Concerns about patron and how much staff time being taken up helping him with tech problems. Drew up another guideline or “best practice” for dealing with any patron that overuses/abuses(?) staff help for tech issues.



### Youth Services (Heather Kent)

#### Storytime:

Monday Outdoor Storytimes continued this month with mother nature behaving for the most part. We had anywhere between 70 and 100 people at each program. The 9:30am time helped us beat the heat for the most part – although the shade from the parachute at the last storytime of the summer was very welcome.



Indoor storytime on Tuesdays also continued to have high attendance with very enthusiastic families.

Storytime programming will be paused for the month of August as we prepare for the fall.

### Programming:

Zumbini is a highlight of the week – with a great crew of kiddo’s ready to sing, dance, and play. We will take a break in August with Session 1: Kalino Finds the Music starting the first week of September.

Thursday, July 3<sup>rd</sup> we had a screening of the popular movie “Dog Man” with popcorn.

We went buggy at our third Outdoor STEAM program: Going Buggy! Participants decorated bug jars, learned about butterflies and built their own racing bugs. We joked we should charge the parks department for the number of invasive beetles the kids caught that day.

Thursday the 10<sup>th</sup> we had the always popular Zoozort come. Noelle brought a great mix of her educational animals for families to meet and learn about. Kids were able to pet many of the animals and Heather even got to hold the tegu lizard (it was AWESOME!)

The library meeting room became a circus space on the 17<sup>th</sup> when Novel Motion circus came to visit. Becky and her husband performed juggling tricks and wowed the audience on the Russian wheel. After a brief show the audience became the performers – learning juggling basics and getting their own turns on the wheel.



Our final Outdoor STEAM program was a game building workshop. Participants could build shoe box pinball machines, board games, dice games, card games, or any combination of those things. The sky was really the limit and was a great way to end this summer program.

Drama camp met two more times this month and then took the library stage as our Grand Finale performers. This summer has been a lot a fun and the kids were very excited to share their work with their families. We had three

different performances to accommodate the families for each age group. At the end we always wish we had had more time to work together – but it always works out well.

## Other

Current Summer Reading Numbers: Rubber Ducky Club (Ages 0 – 3) 104 Participants

Summer Reading 4k – 5<sup>th</sup> Grade 390 Participants

## **Teen Services (Holly Wergin)**

### Summer Programs

#### Snack & Chat:

Snack & Chat continues with similar activities throughout July. Every week I get a couple of new faces who love commiserating with other library teens. Recently at both Snack & Chat and Group Gaming, we've had a consistent interest in playing games of chess, and this has been a great new way for teens to socialize without screens. At one of our Snack & Chat programs, I had a teen who attended for the first time who talked to other teens about fanfiction, shows they've watched, and chess strategies. At the end of the program, she told me "I've never been in a place where everyone is just like me!" I was so happy to hear she found her people at the library. I'm happy to report she's continued to come back to enjoy programs with her newfound friends.

#### Group Gaming:

Group Gaming also continues strong with familiar faces returning every week to play video games, board games, and card games. I continue to set clear expectations and limit gameplay if tensions get too high, and I've seen tremendous improvements from last year. I've also seen a lot more teens bringing in their own consoles and helping each other get past certain levels in the games they're playing at home. While it's not always perfect, I've seen a lot of cooperation and relationship-building through playing these games throughout the summer.

#### Dungeons & Dragons:

Our ongoing D&D group comes back every week and each session has built a better, more cooperative party. The teens have a lot of fun and I love seeing them be creative in how they approach certain problems in-game. I've also noticed some of our quieter players slowly open up over time and become bigger leaders in the game, which just shows how positive these role-playing games can be in building creativity and confidence. The July one-shot, run by another teen volunteer, also went smoothly with 6 happy teens getting the chance to play.

#### Teen Summer Camp:

Teen Summer Camp activities this month included tie-dyeing, outdoor recess games, and our prolific Create-A-Cryptid day. Despite the weather, we had a lot of participants for tie-dyeing, with everyone creating colorful shirts, bandanas, and tote bags to take home. A lot of teens got through their projects very quickly, so I also brought out some of our yard games and a speaker so they could hang out and play games once they were done tie-dyeing, and this was met with a lot of fun!

For Create-A-Cryptid, an event where teens cut up stuffed animals and sew them back together to create new creatures/ cryptids, we had just as much excitement and chaos (in a good way) as last year. This program is not only unique because of the concept itself, but also the sneaky skills we get to teach along the way. Liz and I taught many

teens how to find seams, thread a needle, and do basic stitches, and I saw so many of our participants practicing these practical skills while also having fun. The teens were all really proud of the finished projects, and many of them also agreed to display them in the library.

Finally, we travelled back to our childhoods and played outdoor recess games in the green space across the street. Sometimes outdoor activities can yield worse turnout, but we had a lot of teens join us for this program. Alongside classic games like Duck, Duck, Goose, Red Light, Green Light, and Simon Says, I also let teens suggest their own games that they wanted to play. I also brought out the rainbow parachute for a little while to really bring back the childhood memories. We ended the session with some ice pops, sidewalk chalk, bubbles, and hoola hooping, and I heard many teens tell me that they wished we had more time to play.

#### Drama Camp:

Teen Drama Camp practices continued throughout July and ended with our Drama Camp finale on July 24th. We had a pretty full room of families and friends coming to see the performance, and our performers got a lot of laughs. Many parents came up afterwards to thank us for this program and to tell us how much fun their children had throughout the summer.

#### Passive Programs:

Similar to June, I have continued our Puzzles for Prizes raffle in the teen area with new word/ logic puzzles put out every couple of weeks for teens to complete and enter to win a brand new board game. Alongside this, I also put up new polls every couple of weeks in the teen area with continued participation. Some of the questions asked this month are "What's the best way to stay cool in the summer?" and "Would you rather be able to talk to animals or speak and understand every human language?"

#### Summer Reading Program

By the end of July, we are up to 166 teens signed up for the summer reading challenge. Not only have over a third of those signed up completed the challenge, but I also have 3 teens who have finished all the reading badges and won the new Badge Champion crown for teens (in order to do this, they had to have read 175 hours in less than 2 months!). So far, the reading challenge participants have read over 160,000 minutes with a month still left in the challenge! Reading challenge participants also get priority registration for the Late Night Lock-In at the end of July.

#### Summer VolunTeens

In the month of July, we had 15 volunteers complete 130 volunteer hours at the library. These volunteers have been indispensable in helping Heather and I keep the summer reading programs running smoothly by volunteering for programs, prepping materials, and handing out summer reading prizes at the desk.

#### August Take & Make

As we move into August, I pause programming to prepare for the fall. This year, as a way to provide an activity while we are on break, I decided to put together a take and make craft to put out in August. Since bubble tea has been so popular recently, I put together kits for teens to make their own boba tea at home. I provide the materials and instructions, and teens can bring them home and use their own kitchens to put it together. In the previous take and make I did over spring break, I saw many teens pick up kits with their friends to do them together, and I expect this kit to work the same.

## Adult Services(Sara Hendrickson)

### Programming:

#### Craft Club

- We had 14 people attend craft club. Miniature books were a hit! Patrons used patterned security envelopes as the pages. Katie did a great job of preparing for this craft, and leading patrons through their creations.
- August's craft is terracotta pot painting. Sara is in charge of marketing, planning, prepping, and leading this month.

#### Other

- Bridge Club continues to have two-three tables going each week, including a new attendee! We are back in the meeting room for August.
- Our evening with Pocket Vinyl (7/1) brought together patrons of all ages. For the Comic Workshop, we had 17 people, many of them teenagers. Eric and Elizabeth (Pocket Vinyl) did a fantastic job of leading everyone through the creation of a comic strip. Later that evening, 13 people attended their performance. Eric talked a bit about their graphic novel memoir, and Elizabeth did a live painting during the performance. We enjoyed being a part of their Summer Tour!
- Due to the threat of bad weather, our Exchange Street Walking Tour became a presentation (7/10). 16 people attended. Ron focused heavily on the architectural differences between the various houses, and gave us glimpses into the history of some of the original owners.
- We had 8 people at our D&D One-Shot (7/12), with a mix of new and old faces. Andrew Schwinn, our DM, did a great job of leading the players through the mini campaign.
- The Eagles & Ospreys of Wisconsin (7/17) was well received by our 16 patrons in attendance. Rich Staff of the Wisconsin DNR did a great job of explaining the differences between the two birds, where they like to nest, and the work done by the state to help both birds increase in numbers.
- Our second session for D&D began (7/21), with 8 people joining the new campaign. We have four new people this session, which should make for an interesting change in the group dynamic.
- Our Norwegian Immigrants Walking Tour (7/24) was also foiled by a bad weather forecast, so Ron pivoted to an indoor presentation. 27 attended, including the descendants of some of McFarland's first Norwegian immigrants. This year marks the 200th anniversary of the first wave of Norwegian Immigration, and Ron not only on Norwegians in McFarland, but also on the first ship's journey to America.
- Created marketing and advertised for Family Game Night, Fabric Flower Pots, Thriving in the 2nd Half of Life, Collections & Other Services:

| E.D. Locke Public Library - Monthly Report June 2025 |        |        |        |                              |          |          |                        |
|--|--------|--------|--------|------------------------------|----------|----------|------------------------|
|  | May-25 | Jun-25 | Jun-24 | % change May 2024 - May 2025 | YTD 2025 | YTD 2024 | % change YTD 2024-2025 |
| Materials Checked Out                                | 12,383 | 14,271 | 15,236 | -7%                          | 80,833   | 83,530   | -3%                    |
| Materials Checked In                                 | 9,861  | 10,736 | 11,066 | -3%                          | 63,322   | 64075    | -1%                    |
| Curbside Appointments                                | 0      | 0      | 0      | #DIV/0!                      | 3        | 7        | -57%                   |
| Locker Pickups                                       | 0      | 1      | 0      | 100%                         | 2        | 0        | #DIV/0!                |
| New library cards                                    | 43     | 109    | 80     | 27%                          | 338      | 324      | 4%                     |
| new materials added                                  | 483    | 296    | 339    | -15%                         | 2457     | 1998     | 23%                    |
| Internet use   | 343    | 341    | 385    | -13%                         | 2000     | 1877     | 7%                     |
| Average daily pick list                              | 119    | 124    | 130    | -5%                          | 141      | 143      | -1%                    |
| Visitor count  | 18,575 | 25,968 | 25,055 | 4%                           | 126,640  | 121,941  | 4%                     |
| Wireless Internet use (#users)                       | 1,668  | 1,796  | 1,615  | 10%                          | 10081    | 9191     | 10%                    |
| App use  | 463    | 457    | 455    | 0%                           | 2753     | 2641     | 4%                     |
| Study room use                                       | 113    | 88     | 69     | 22%                          | 659      | 537      | 23%                    |
| Meeting room use                                     | 33     | 53     | 53     | 0%                           | 357      | 280      | 28%                    |
| Reference Questions Answered                         | 429    | 408    | 391    | 4%                           | 2716     | 1626     | 67%                    |
| Children's Program Participation (in-person)         | 628    | 2476   | 1460   | 70%                          | 8115     | 7301     | 11%                    |
| Teen's Program Participation (in-person)             | 812    | 164    | 158    | 4%                           | 1314     | 1076     | 22%                    |
| Adult's Program Participation (in-person)            | 152    | 110    | 101    | 9%                           | 832      | 933      | -11%                   |
| Adult's Program Participation (on-line)              | 0      | 1      | 25     | -96%                         | 705      | 229      | 208%                   |
| All Ages/General Interest                            | 280    | 980    | 0      | #DIV/0!                      | 2068     | 0        | #DIV/0!                |
| Volunteer hours worked                               | 30.75  | 127    | 109.25 | 16%                          | 217      | 256.75   | -15%                   |

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, August 4, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Trustee Education

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, August 4, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Computer Use Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Computer Use Policy

|             |                                       |  |
|-------------|---------------------------------------|--|
|             | <b>E. D. Locke Public Library</b>     |  |
| Page 1 of 5 | <b>Public Computer Acceptable Use</b> | Revised and adopted<br>December 2, 2003;<br>May 1, 2006;<br>August 7, 2006;<br>March 3, 2008;<br>November 4, 2013;<br>January 4, 2016<br>May 2, 2016 |

The purpose of this policy is to ensure appropriate use of Internet Resources within the Library.

### Disclaimer

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally, and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. The Internet is a global entity that does not fall under the control or governance of any single agency, government, or organization. The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The library does not warrant information found on the Internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes.

It is possible that a patron may access information that they find personally offensive or disturbing. If a patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information. The quality, accuracy, and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

**Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.**

### Supervising Children's Use

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. E.D. Locke Public Library supports the right for each family to decide what appropriate Internet use is for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

|             |                                       |   |
|-------------|---------------------------------------|---|
|             | <b>E. D. Locke Public Library</b>     |   |
| Page 2 of 5 | <b>Public Computer Acceptable Use</b> | Revised and adopted<br>December 2, 2003;<br>May 1, 2006;<br>August 7, 2006;<br>March 3, 2008;<br>November 4, 2013<br>January 4, 2016<br>May 2, 2016 |

While Librarians are partners with parents in guiding children to safe and appropriate use of the Internet, parents and guardians are solely responsible for supervising their children’s internet sessions and for letting their children know if there are materials children should not use or view. In

compliance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), The E.D. Locke Public Library filters all Internet computers and wireless signals available through the library. Adult patrons age 17 years and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets the Library’s guidelines. A valid South Central Library System card provides authorized access to the E.D. Locke computers for the use of our patrons.

### Library Assistance

As it does with other library resources, the library staff will provide *basic* training on *the use of* electronic resources.

The Library will also make information available to help parents and guardians in the efforts to exercise their rights and responsibilities regarding their children’s use of electronic resources. Parents and children are encouraged to start their exploration of the Internet with the library’s website and Reference Links on the Youth Programs page. Parents/guardians and children are also encouraged to read Child Safety on the Information Highway (<http://www.safekids.com/child-safety-on-the-information-highway/>), jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association.

### Guidelines for Computer Use

The library staff may impose restrictions, such as time limits, on the use of library equipment. While respecting the individual user’s right to privacy, library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate.

|             |   |   |
|-------------|---|---|
|             | <b>E. D. Locke Public Library</b>         |   |
| Page 3 of 5 | <b>Public Computer<br/>Acceptable Use</b> | Revised and adopted<br>December 2, 2003;<br>May 1, 2006;<br>August 7, 2006;<br>March 3, 2008;<br>November 4, 2013<br>January 4, 2016<br>May 2, 2016 |

Violations of the rules outlined in this policy may result in the loss of computer privileges. The duration of suspension depends on the severity and frequency of the unacceptable behavior, and is determined by the Library Director.

Computers are available only during open library hours. Computers can be scheduled either on a walk- in basis or up to 7 days in advance. If a patron is 10 minutes late for their reservation, the reservation will be lost.

Users seven years or younger must be accompanied by a parent, legal guardian, caretaker or sibling over 12 years of age when using a computer.

All of the computers are available for 120-minute time slots. A user is granted up to 120 minutes of computer time per day. If computers are available, the time slots can be extended as needed.

Library staff will not look up library card numbers for computer use. Guest passes may be issued to individuals who do not have a library card if they are 12 or older ~~and have a valid ID (such as a current driver's license)~~

Library cards are not transferable between patrons; the patron using the computer must use his/her own card and not someone else's.

Users assume responsibility for personal belongings during computer use. Personal belongings should not be left unattended.

Personal devices such as flash drives, cameras, MP3 players may be used. The library will not be responsible for injuries or damages to personal devices resulting from computer use.

|             |                                       |   |
|-------------|---------------------------------------|---|
|             | <b>E. D. Locke Public Library</b>     |   |
| Page 4 of 5 | <b>Public Computer Acceptable Use</b> | Revised and adopted<br>December 2, 2003;<br>May 1, 2006;<br>August 7, 2006;<br>March 3, 2008;<br>November 4, 2013<br>January 4, 2016<br>May 2, 2016 |

Users access the library computer hardware, software, and documentation at their own risk. The E.D. Locke Public Library is not responsible for equipment malfunction, loss of data, any damages to the user’s discs, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

Documents, files or software may be only temporarily saved or downloaded to the hard drive of the library’s computers. They may be saved to a personal device belonging to the user.

Users should respect the privacy and space of other users by not moving chairs or looking at others’ monitors.

### Legal and Acceptable Uses

The library’s computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to the following:

- Transmitting threatening or harassing materials.
- Libeling, slandering or maliciously offending other users.
- Not respecting the privacy of others by misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords, or data belonging to others.
- Attempting to crash, degrade performance of or gain unauthorized access to the library’s computer systems and networks.
- Modifying or damaging equipment, software or data belonging to the library or other users.
- Exposing children to harmful materials. *Sec 948.11 of the Wisconsin Statutes*, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable to children, or lack serious literary, artistic, political, scientific or educational value for children.
- Intentionally sending, receiving or displaying text or graphics that are considered inappropriate for public viewing.
- Illegal uses of the computers may also be subject to prosecution by local, state or federal authorities.

|             |   |   |
|-------------|---|---|
|             | <b>E. D. Locke Public Library</b>         |   |
| Page 5 of 5 | <b>Public Computer<br/>Acceptable Use</b> | Revised and adopted<br>December 2, 2003;<br>May 1, 2006;<br>August 7, 2006;<br>March 3, 2008;<br>November 4, 2013<br>January 4, 2016<br>May 2, 2016 |

The library reserves the right to monitor access to the Internet to ensure compliance with this policy.

Library staff will ask users to end their access to the Internet if they observe behavior in conflict with this policy. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed or when a user has violated this policy. Users may be banned from future access to the Internet based on the infraction and the number of times the infraction has occurred.

The first offense will result in being banned from library Internet access for at least one month; the library director shall determine the repercussions of further offenses. Library staff shall notify the police of willingly unlawful behavior.

Library customers whose cards have been blocked will lose public access computer privileges until the condition causing the block has been resolved.

**Copyright**

U.S. Copyright law (Title 17 US Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data, without explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

**Compliance**

Failure to comply with this policy or with library staff directions may result in restriction or termination of a user’s library privileges and may result in prosecution under local, state, or federal laws.

## **Appeal Procedure**

The Library Director may reconsider a decision to suspend library privileges upon written request of the patron if the information submitted by the patron warrants such modification. The Director will respond in writing to the individual with a notice to the library staff and the library board president of the reconsideration decision.

Any person who enters or remains on library premises after losing their library privileges will be reported to the Village of McFarland Police Department for removal.



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Monday, August 4, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** 2025 Director's Goals - Update

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Goals with Appendix

## 2025 Goals Library Director

### Goal 1) The Library's collections, programs, and services reflect the needs of the community.

- Develop a library service model for outreach, community engagement and satellite or express library.
  - Participate in the village's planning of library spaces within the community center.
    - **This project is on hold until January 2026.**
- Expansion of youth and teen programming.
  - I am working with Matt and Holly on planning for this project. We're anticipating taking on the Youth Center services in fall of 2026.
  - In 2025, we were able to add 10 hours a week to our Youth Services Assistant position. This has allowed more consistent
- Collaborate with the school district to participate in leveled literacy challenges that support readers at all developmental stages.
  - Working with Heather on an expansion of 1,000 Books Before Kindergarten and add 500 books before Middle School in fall of 2025.
  - Met with Aaron Tarnitzer about holding a community reads program for the book *The Anxious Generation*.
- Expand collection with a *Library of Things*, made up of library-loaned objects, gadgets, tools, games, or kits.
  - Added Pickleball kits and Disc Golf Kits. Worked with PW to allow patrons who checkout the Disc Golf Kit to use the course for free.
  - In partnership with Stoughton Health, created Blood Pressure Kits.
  - Added a portable cassette player and DVD player July 2025.

### Goal 2) The Library is recognized as a valuable community contributor.

- Community engagement and event participation showcases the library prominently

- Participate in the McFarland Community Festival, McFarland Bird Festival, McFarland Pride Fest, and McFarland Winter Wonderland.
  - Bird Festival scheduled for May 10<sup>th</sup>, 2025. 360 attended the festival.
  - Library has a booth at Pride in the Park June 2025.
  - Community Festival September 2025
  - Winter Wonderland in the village is scheduled for Saturday, December 6, 2025.
- The library actively participates in community decisions and engages municipal leaders about library plans, assets, and benefits.
  - Ken and I met with all of the newly elected officials to the village board in 2024 and 2025.

**Goal 3) The Library cultivates and expands strong community support.**

- Establish priorities for Library Finance Committee.
  - The Library Finance Committee has established Advocacy as their priority for 2024-2025. We'll be creating a handout/brochure to help promote citizens and Friends advocating for the library.

**Goal 4) The Library leverages technology, new tools, and services to benefit library staff and patrons.**

- Explore feasibility of digital signage on exterior of library.
- Launch and evaluate reservation software for library spaces.
- Explore hands-on technology teaching opportunities for library users, especially older adults.
  - Sara has held numerous trainings and programs for library patrons including: avoiding online scams, Overdrive/Libby training, Sara books appointments and meets one-on-one with patrons to address specific technology needs.
  - We setup Niche Academy which has numerous how to videos on our online resources.

**Goal 5) The Library pursues improvements to the library building and internal spaces which are necessary to enhance library collections, programs, and services.**

- Investigate shelving alternatives and reorganize current collections to gain efficiency, visibility, and accessibility.
  - **We repurposed some of the picture book shelving to add space in the Teen area.**
  - **We are currently moving the Children’s magazines and removing the current magazine shelving to create more space.**
  - **We have rearranged and added lighting and signage to the New Book area to make it more efficient.**
  - **We completed the electrical system study and installed new hand dryers in the restrooms to resolve the current on the neutral issue.**
- Explore alternate sites for library programs or services through satellite or express locations.
  - We continue to do programming at Lewis Park in the summer months for Youth and participate in community events.
  - Exploration of satellite or branch locations is on hold.

**Goal 6) The Library uses a continuous growth model for the professional development and management of library staff.**

- Evaluate staff alignment to ensure organizational structure meets library service needs.
- Staff receive relevant continuing education on best practices, service improvements, and library technology.
  - Kelly provides continuing education opportunities for Circ Staff on best practices and library technology.
  - Sara attended *Lead the Way: Libraries at the Heart of Community Engagement*, a two-day conference in April
  - Staff also attend several webinars a year offered through our Library system.
- Perform systematic policy/procedure review.
  - Reviewed/updated the following policies: Library Mission Statement, Library Vision Statement, Library Nondiscrimination Statement, Surveillance Camera Policy,

Borrowing Rules Policy, Privacy of Library Records and Library Use, Proctoring Exams Policy, Notary Public Policy, and Flag Pole Policy.

- Performed an audit of our policy manual following the standards set by DPI. The spreadsheet for the audit is appended at the end of this document.
- Hold yearly in-service for all library staff.
  - Scheduled for November 19<sup>th</sup> CPR and team building

**Other:**

- Redesigned New Book area to make it more accessible and welcoming
- Currently working on redesigning lighting and acoustics for the foyer/rotunda area
- Currently working on redesigning lighting for the meeting room
- Completed HVAC controls upgrade
- Worked with staff and Friends to hold 1<sup>st</sup> annual trivia night
- Organized a Library supporter thank you event on April 26
- Worked with Teen Librarian to create Teen Library Card Design Contest
- Created a Juvenile Library Card for preschool and school age kids.
- Created a partnership with the Southern Wisconsin Bird Alliance to expand all ages programming around nature.
- Participating in a social work workgroup with Senior Outreach, the McFarland Food Pantry, Joining Forces for Families, and the McFarland School District to learn about what issues our community is facing and helping to problem solve issues around scarce resources.

**Continuing Education in 2025:**

| <b>Training</b>               | <b>Date(s)</b> |
|-------------------------------|----------------|
| Annual Report Webinar         | 1/10/25        |
| Small Spaces, big Opportunity | 1/23/25        |

|   |                        |
|---|------------------------|
| Materials Concern Preparedness: Leaning into the Challenge  | 2/19/2025              |
| State Statute Concept to Codification   | 2/19/2025              |
| Infosec Training - February Internet of Things  | 2/25/25                |
| Infosec Training - January Hacked for the holidays & Working Remotely   | 2/25/25                |
| Infosec Training - August Social Engineering  | 2/25/25                |
| Infosec Training - December Deep Fakes  | 2/25/25                |
| Infosec training - Passwords & Job Search Scams   | 2/25/25                |
| Gakina gegoo gaa-miinigoowiziyaang onizhishin<br>(Everything that We Have Been Given as Anishinaabe People to Live an Anishinaabe Existence is Good/Beaut | 2/26/25                |
| Herding Cats: Tips on leading field trips   | 3/2025                 |
| Introduction to Human Centered Management   | 4/15/2025 – 04/17/2025 |
| Life Cycle of the Library Employee Part 1: Job Descriptions and hiring  | 5/20/25                |
| State Budget Bill Calamities  | 6/11/2025              |
| Conflict in the Workplace   |                        |
| Workplace Neurodiversity  | 5/15/2025-5/22/2025    |
| ALA Annual Conference   | 6/27/2025-6/30/2025    |
| Life Cycle of a Library Employee Pt 2: evaluations, discipline, and terminations  | 6/17/2025              |
| Body Odor: How to Address Body Odor without Awkwardness   | 6/27/2025              |



## Wisconsin Policy of the Month Club: Policy Audit tool

| Policy Title   | Have policy? | Last updated | Create or update? | Do not need | Follow municipality? | Include in another policy, form, or procedure? | Notes/Comments (if needed)                                    |
|--|--------------|--------------|-------------------|-------------|----------------------|--|---|
| <b>Library Administration &amp; Governance Policies</b>        |              |              |                   |             |                      |  |   |
| ADA Policy   | FALSE        |              | FALSE             | FALSE       | TRUE                 |  |   |
| Board of Trustees Bylaws                                       | TRUE         | 8/1/2024     | UPDATE            | FALSE       | FALSE                |  |   |
| Board Meeting Public Comment Policy                            | FALSE        |              | FALSE             | FALSE       | TRUE                 |  |   |
| Confidentiality of Library Records                             | TRUE         | 3/3/2025     | UPDATE            | FALSE       | FALSE                |  |   |
| Disposal of Library Assets Policy                              | FALSE        |              | FALSE             | FALSE       | TRUE                 |  |   |
| Investment/Fund Balance/Carryover Policy                       | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |
| Volunteer Application & Policy                                 | TRUE         | 4/3/2023     | UPDATE            |             |                      |  |   |
| <b>Library Safety &amp; Security Policies</b>                  |              |              |                   |             |                      |  |   |
| Incident Report Policy   | TRUE         |              |                   |             |                      |  | Covered in Patron Behavior Policy                             |
| Weapons Policy   | TRUE         |              |                   |             |                      |  | Covered in Patron Behavior Policy                             |
| Weather / Emergency Closing / Shortened Hours Policy           | TRUE         | 10/4/2021    | UPDATE            | FALSE       | FALSE                |  |   |
| Child Safety Policy  | TRUE         |              |                   |             |                      |  | Covered in Patron Behavior Policy                             |
| Teen Safety Policy   | TRUE         |              |                   |             |                      |  | Covered in Patron Behavior Policy                             |
| <b>Library Collection &amp; Program Policies</b>               |              |              |                   |             |                      |  |   |
| Circulation Policy   | TRUE         | 11/5/2002    | UPDATE            |             |                      |  | Materials Circulation   |
| Collection Development Policy                                  | TRUE         | 4/1/2025     | UPDATE            |             |                      |  | Collection Development Policy                                 |
| Collection Maintenance / "Weeding" Schedule & Policy           | TRUE         | 4/1/2025     | UPDATE            |             |                      |  | Collection Development Policy                                 |
| Program / Outreach Policy                                      | TRUE         | 10/7/2024    | UPDATE            | FALSE       | FALSE                |  | Program, Events, Virtual Offerings                            |
| Display and Exhibits Policy                                    | TRUE         | 1/7/2013     | Created           |             |                      |  | Display Case & Bulletin Boards - 2 policies                   |
| Gifts and Donations Policy                                     | TRUE         | 3/1/2021     | Created           | FALSE       | FALSE                |  | Donations of Books and Other Materials; Donations - Monetary, |
| Request for Reconsideration of Library Materials Policy/Form   | TRUE         | 4/1/2025     | UPDATE            | FALSE       | FALSE                |  | Collection Development Policy                                 |
| <b>Library Technology Policies</b>                             |              |              |                   |             |                      |  |   |
| Computer Filtering Policy                                      | TRUE         |              |                   |             |                      |  | Apart of Public Computer Acceptable Use                       |
| Public Computer Access & Usage Policy                          | TRUE         | 5/2/2016     | UPDATE            |             |                      |  | Public Computer Acceptable Use                                |
| Harmful Content for Minors Policy (CIPA)                       | TRUE         | 5/2/2016     | UPDATE            |             |                      |  | Public Computer Acceptable Use                                |
| Wireless Internet Access Policy                                | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |
| 3D Printing Policy   | FALSE        | NA           |                   | TRUE        |                      |  | We don't have a 3D Printer                                    |
| Makerspace Use Policy  | FALSE        | NA           |                   | TRUE        |                      |  | We don't have a Makerspace                                    |
| Social Media Policy  | TRUE         | 6/4/2012     | Created           |             |                      |  |   |
| <b>Behavior Policies</b>                                       |              |              |                   |             |                      |  |   |
| Community Bulletin Board Use Policy                            | TRUE         |              | FALSE             | FALSE       | FALSE                |  |   |
| Service Animal Policy  | TRUE         | 4/1/2021     | UPDATE            |             |                      |  |   |
| Photography / Video Policy (Patrons)                           | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |
| Food and Drink Policy  | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |
| Meeting Room / Community Room Use Policy                       | TRUE         | 8/5/2024     | FALSE             | FALSE       | FALSE                |  |   |
| Meeting Room / Community Room Reservation Form                 | TRUE         | 8/5/2024     | FALSE             | FALSE       | FALSE                |  |   |
| Patron Behavior / Conduct Policy                               | TRUE         | 1/7/2019     | UPDATE            |             |                      |  | Appropriate Library Behaviors                                 |
| Petitioning / Solicitation / Distribution of Literature Policy | TRUE         | 1/7/2019     | UPDATE            | FALSE       | FALSE                |  | Appropriate Library Behaviors                                 |
| Restriction of Library Services Policy / Form / Notice         | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |
| Unattended Children Policy                                     | TRUE         | 1/7/2019     | UPDATE            | FALSE       | FALSE                |  | Appropriate Library Behaviors                                 |
| <b>Personnel Policies</b>                                      |              |              |                   |             |                      |  |   |
| Leave Policy (holiday, vacation, sick, bereavement, etc.)      |              |              |                   |             | TRUE                 |  |   |
| Harassment Policy  |              |              |                   |             | TRUE                 |  |   |
| Cell Phone Use Policy  | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |
| Compensatory or Overtime Policy                                |              |              |                   |             | TRUE                 |  |   |
| Continuing Education Policy                                    | FALSE        |              | FALSE             | FALSE       | FALSE                |  |   |

|  |       |           |          |       |       |  |  |
|--|-------|-----------|----------|-------|-------|--|--|
| Evaluation Policy / Performance Improvement Plan         |       |           |          |       | TRUE  |  |  |
| Staff Attire & Personal Hygeine Guidelines               | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Drug / Alcohol Usage Policy                              | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Emergency Library Closing Policy (Staff)                 |       |           | FALSE    | FALSE | FALSE |  |  |
| Fraternization / Family in the Workplace Policy          | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Family Medical Leave Policy                              | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Insurance Policy   | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Jury Duty Policy   | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Maternity / Paternity Leave Policy                       | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Military Leave Policy                                    | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Resignation or Dismissal Guidelines / Policy             | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Rest Breaks & Meal Periods Policy                        | TRUE  | 8/7/2017  | Created  |       |       |  | Lunch & Break Periods  |
| Employee Benefits & Retirement Guidelines / Policy       | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| Worker's Compensation Policy                             | FALSE |           | FALSE    | FALSE | FALSE |  |  |
| You know your library best: Add your own policies below! |       |           |          |       |       |  |  |
| Mission Statement  | TRUE  | 1/6/2025  | Reviewed |       |       |  |  |
| Vision Statement   | TRUE  | 1/6/2025  | Reviewed |       |       |  |  |
| Non-Discrimination Statement                             | TRUE  | 1/6/2025  | Reviewed |       |       |  |  |
| Notary Public Policy                                     | TRUE  | 4/28/2025 | Revised  |       |       |  |  |
| Faxing & Scanning  | TRUE  | 7/1/2023  | Revised  |       |       |  |  |
| Ukulele  | TRUE  | 7/3/2023  | Revised  |       |       |  |  |
| Library Card Policy                                      | TRUE  | 2/3/2025  | Revised  |       |       |  | Organization Cards, Temporary Cards                                      |
| Overdue Items, Fines, and Billing                        | TRUE  | 12/2/2017 | Revised  |       |       |  | Fines, Notices, Replacement Cards, Claims Returns                        |
| Outer- Library Loan (outside SCLS)                       | TRUE  | 3/5/2012  | Revised  |       |       |  |  |
| Volunteers   | TRUE  | 4/3/2023  | Revised  |       |       |  |  |
| Returned Checks  | TRUE  | 12/3/2012 | Created  |       |       |  |  |
| Surveillance Cameras                                     | TRUE  | 2/3/2025  | Revised  |       |       |  |  |
| Proctoring Exams   | TRUE  | 4/7/2025  | Revised  |       |       |  |  |
| Program Sponsorship                                      | TRUE  | 2/4/2019  | Created  |       |       |  |  |
| Group Study Rooms  | TRUE  | 6/3/2023  | Revised  |       |       |  |  |
| Flag Pole Policy   | TRUE  | 5/5/2025  | Created  |       |       |  |  |
| Endowment Mission Statement                              | TRUE  | 6/5/2023  | Created  |       |       |  |  |
| Cell Phone Stipend                                       | TRUE  | 3/2/2020  | Created  |       |       |  |  |
| Remote Work  | TRUE  | 1/2/2022  | Created  |       |       |  |  |
| Grievance Procedure                                      | TRUE  | 8/5/2025  | Created  |       |       |  |  |
| Patron Complaints and Grievances                         |       |           |          |       |       |  |  |
| Local History  |       |           |          |       |       |  | (could be addressed in Collection development)                           |
| Security Measures?                                       |       |           |          |       |       |  |  |
| Digital Content Access                                   |       |           |          |       |       |  | (within Patron Computer Policy; should also include something about AI?) |

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, August 4, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Meeting Room Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. E

|             |                                   |  |
|-------------|-----------------------------------|--|
|             | <b>E. D. Locke Public Library</b> |  |
| Page 1 of 5 | <a href="#">Meeting Room</a>      | Revised: May 1, 2023<br>August 5, 2024 |

**Introduction**

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library’s role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area groups when not in use for Library functions.

**Description of Room**

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 13 tables and 50 chairs, the library also has an AV display and podium for the public to use.

Some Audio Visual Equipment is available for community groups. Upon request, the Library can provide instruction of its use. **Please make an appointment to ensure that staff are available to conduct training and answer questions.** However, the Library is unable to provide personnel to operate this equipment during community group meetings.

For individuals with hearing difficulties, a personal sound amplification system is available.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

**General Regulations**

- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on Library premises.
- Alcoholic beverages are not permitted except for Library or Library sponsored events.
- Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.
- The meeting room may not be used for activities prohibited under local, state, and/or federal laws and regulations including, but not limited to the Americans with Disabilities Act (ADA) and anti-discrimination laws.



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|             | <b>E. D. Locke Public Library</b> |  |
| Page 2 of 5 | Meeting Room                      | Revised: May 1, 2023<br>August 5, 2024 |

- Meeting rooms are not available for the following purposes:
  - The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.
  - The meeting room may not be used for personal or family purposes such as showers, birthday parties, dances, rehearsals or performances and the like.
  - No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.
  
- The Library retains the right to monitor all meetings, programs, and events conducted on premises to ensure Library policies are followed. Library staff will have free access to meeting rooms at all times.
  
- The library does not provide storage space for groups or individuals using the meeting rooms.
  
- Library staff will not relay messages to people attending meetings, except in emergencies.
  
- No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.
  
- Reservation of the meeting room does not include use of the lobby for the group's function or signage.
  
- No soliciting or canvassing of library patrons is permitted.
  
- All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.
  
- ***Meetings must end on time so the room may be prepared for other meetings.***

- Groups must adhere to all library regular rules, regulations, and policies.
- Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address, and appropriate room designation only.
- The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

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|-------------|-----------------------------------|--|
|             | <b>E. D. Locke Public Library</b> |  |
| Page 3 of 5 | Meeting Room                      | Revised: May 1, 2023<br>August 5, 2024 |

### Reservations for Rooms

The Library reserves the right to close access to these rooms as necessary.

Priority for meeting room use will be given as follows:

1. Library-sponsored programs,
2. Library Board,
3. Friends of the McFarland Library,
4. Other Village of McFarland governmental units.
5. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application can be obtained and submitted online by going to <https://www.mcfarlandlibrary.org/services>. A paper copy can be obtained and submitted at the circulation desk.

The reservation must allow for setup and clean up time. Setup prior to reserved times is prohibited.

Reserving a room the day prior for setup is also prohibited without prior permission from the Library Director or their designee.

Applications must be turned in no later than 4:00 pm the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling. Reservations are not confirmed until staff has approved the application.

Applications are accepted up to three months in advance. Groups will be limited to two reservations per month.

## Cancellations

24-hour notice of meeting cancellation is required by phone or in-person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled. Every effort will be made to contact the group holding the reservation.

|             |                                   |  |
|-------------|-----------------------------------|--|
|             | <b>E. D. Locke Public Library</b> |  |
| Page 4 of 5 | Meeting Room                      | Revised: May 1, 2023<br>August 5, 2024 |

## Hours Available

The meeting room may be available ~~the hours the library is open~~ **Meeting should conclude 15 minutes before closing time.** ~~from 8:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. Arrangements with library staff must be made if groups would like to access the room before open hours.~~

Library staff are available only during open hours for limited trouble shooting assistance. Groups are encouraged to make an appointment in advance of their meeting to ensure any electronic equipment being used is tested and in working order.

Library open hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday-Saturday 9:00 a.m. – 5:30 p.m., and Sunday 12:00 – 4:00 p.m. The meeting room is not available on days that the library is closed.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

## Fees and Admission Charges

No fees will be charged by the library for use of meeting room by non-profit, volunteer, and community groups; however, voluntary donations are appreciated to defray costs of maintaining the room.

Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

## Use of Facilities

**Parking:** The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

**Meetings must be open to any member of the public.** Library staff may attend or observe any program or meeting at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

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|-------------|-----------------------------------|--|
|             | <b>E. D. Locke Public Library</b> |  |
| Page 5 of 5 | Meeting Room                      | Revised: May 1, 2023<br>August 5, 2024 |

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Tables should be wiped down (especially if food and crafts are involved). Failure to leave the meeting room in a clean, usable state can be cause for denial of future meeting room requests.

Light refreshments may be served, but cooking is prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

Groups will be charged for damage to the room or equipment beyond normal wear and tear. If the room is damaged beyond normal wear and tear or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishing or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture etc...

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

Fire and emergency exits shall not be blocked by furniture or other equipment.

The meeting room is handicapped accessible. Rest rooms are located next to the meeting room in the lobby.

### Use of Equipment

The library does not provide personnel to operate AV equipment.

### Disclaimers

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public

announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.